



## State of Nevada – Department Of Personnel

### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>ASSOCIATE WARDEN OF OPERATIONS</b>	<b>41*</b>	<b>A</b>	<b>12.506</b>

Under general direction of a Warden, plan, organize, and direct the work of custody personnel involved in maintaining security, safe custody, discipline, and welfare of inmates in a major full service State correctional institution/facility; supervise the day-to-day shift security operations within the institution, and supervise administrative operations of the institution.

Plan, assign and direct the daily operation of the custody staff within a major institution including the work of Correctional Captains, Correctional Lieutenants, Correctional Sergeants, Senior Correctional Officers, Correctional Officers and Correctional Officer Trainees; ensure correctional staff assignments are compatible between post duties and skill and knowledge levels of post incumbents; monitor staff in the execution of post responsibilities through personal observation of staff; authorize and direct overtime when necessary to provide adequate custody staff by analyzing labor needs and budget availability.

Evaluate employee performance and prepare performance appraisals and promotional merit ratings; review, recommend and/or take appropriate disciplinary action on employees who fail to meet standards and/or to comply with agency rules and regulations; participate in the screening process of applicants and recommend hiring of staff; assess staff development and training needs; counsel them in work-related activities, professional growth and career development by recommending appropriate training programs and by taking into consideration the institution/facility's current and future needs.

Resolve personnel problems and complaints by gathering and reviewing information and taking appropriate action; respond to informal and formal grievances from employees and inmates and/or provide information for response at higher levels by gathering and evaluating pertinent information. This is performed under the general guidance of the Warden and applying knowledge of established personnel rules and regulations.

Control all weapons, ammunition, chemical agents, and other security equipment in the institution's armory for security and safety purposes; oversee staff and enforce directives in the use and control of firearms, chemical agents, keys, tools, knives, and hazardous equipment and materials to ensure the safety and well-being of inmates, staff and the public. This duty is performed independently by developing and maintaining methods as well as applying knowledge of security policies and procedures.

Supervise the admittance and release of inmates to ensure compliance with established admittance and release policies and procedure; plan and direct an accurate system of inmate count; order emergency inmate counts as necessary in order to ensure all inmates are in their assigned units. This duty is performed independently by evaluating reports, reviewing documents submitted by lower level staff and by assessing and reviewing current practices and procedures.

Investigate reported infractions of rules and regulations and irregular or suspicious occurrences; arbitrate inmate disputes and investigate complaints; review and investigate misconduct reports and unusual incident reports prepared by lower level staff for completeness and accuracy and to ensure corrective action is taken; authorize and terminate inmate visits when appropriate. This is performed independently by reviewing reports submitted by lower level staff, gathering additional information from custody staff and inmates when necessary, taking or recommending appropriate action in accordance with established institutional policies, procedures and guidelines.

**\* Reflects a 1-grade, special salary adjustment authorized by the 2001 Legislature to improve recruitment and retention.**

Direct and inspect the operation of segregation units, death row, close supervision units, infirmary and/or clinic, program areas such as academic and vocational education, and other special security units to ensure compliance with security directives both by staff and inmates. This duty is performed independently by applying knowledge of security procedures and established policies and guidelines.

Supervise the serving of inmate meals to assess the performance of the custody staff and inmates' behavior as well as the quality and quantity of food served by reviewing reports submitted by lower level staff and complaints received from inmates.

Direct and oversee the movement of employees, inmates, and visitors to ensure security and safety of staff, inmates and the public; inspect the facility at periodic and irregular intervals to ensure safety and security procedures of the institution/facility are properly followed and executed; assign and direct staff in the conduct of non-routine cell and area searches for contraband; and deploy the use of resources and equipment in the event of emergency to control a situation. This is performed by applying knowledge of security procedures and guidelines as well as notifying the Warden of actions taken by preparing Unusual Incident Reports.

Determine level of security required and authorize travel orders during transport of inmates outside the institution in order to prevent escape by evaluating inmate's criminal history.

Perform various fiscal related tasks as directed by the Warden which may include analyzing legislatively approved staffing analysis, converting information into master schedule and calculating relief factors; controlling institutional budget in respect to staff expenditures, uniform, security devices and structures of the institutions; identifying the institution's needs, preparing budget proposals accordingly as well as evaluating previous year's expenditures, and conducting future needs analysis of the institution by applying knowledge of the Department's budgetary policies and procedures.

Participate in classification and disciplinary committee meetings to determine the custody level and disciplinary actions to be taken against inmates.

Research and draft correspondence for prison administrators which may relate to inmate concerns regarding prison staff, institutional operation and policy.

Serve as the Administrative Officer of the Day and review critical and unusual incidents reported by various institutions and facilities and take appropriate actions or advise officers the actions to be taken by applying knowledge of agency rules and regulations and notify the Assistant Director, Director and the Governor's Office on critical incidents and the actions taken; serve as acting Warden of assigned institution/facility as directed.

Coordinate activities with outside agencies by contacting them personally and/or in writing in order to obtain resources not available within the institution.

Perform related duties as assigned.

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## **MINIMUM QUALIFICATIONS**

### **SPECIAL NOTES AND REQUIREMENTS:**

- \* Pursuant to NRS 284.4066, all positions in this class have been identified as affecting public safety. Persons offered employment in this class must first submit to a pre-employment screening test for controlled substances.
- \* Applicants must meet current Peace Officer Standards & Training (P.O.S.T.) requirements as established in the Nevada Revised Statutes and Nevada Administrative Code.
- \* Applicants must possess a valid driver's license at the time of appointment and throughout employment.

**MINIMUM QUALIFICATIONS (cont'd)**

**EDUCATION AND EXPERIENCE:** An Associate's degree or equivalent education in criminal justice, corrections, law enforcement or closely related field and one year of experience as a Captain in Nevada State service; **OR** three years of experience as a Correctional Lieutenant in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**General knowledge of:** principles and practices of corrections related to the criminal justice system; social and cultural lifestyle of a variety of ethnic and cultural groups. **Knowledge of:** personnel management theories, and State Personnel rules and regulations, principles and practices (e.g., hire, train, assign and review work, motivate, prepare performance evaluations, and handle disciplinary actions); security principles, practices and tactics governing the use of physical and deadly force; rules and regulations governing the classification of inmates; State laws and regulations governing the department; purpose, functions and activities of the department as applied to administering the security of an institution. **Ability to:** assess staff development needs; write concise, logical, grammatically correct correspondence and analytical reports in developing and explaining prison policies and procedures; develop, write, and evaluate institutional policies, procedures and post orders; control, direct, and instruct inmates individually and in groups; observe, understand and interpret the habits, attitudes, behavior and activities of inmates; enforce institutional rules and regulations with impartiality; evaluate emergency situations and take or recommend corrective measures; interpret and apply directives such as agency rules and procedures, and post orders; analyze problems, situations, practices and procedures to identify relevant concerns or factors, formulate logical and objective conclusions and recognize alternatives and their implications; prioritize work by evaluating available staff and resources. **Skill in:** interpersonal relations and group dynamics; managing aggressive behavior and conflict situations; use of firearms, chemical agents, restraints, and other security devices.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Knowledge of:** institution program goals, objectives and content; State budget and accounting principles and practices; court orders, consent decrees, institutional policies and procedures. **Ability to:** monitor budget and prepare financial reports; deal with controversial issues which affect the public relations stance of the institution.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	12.506
ESTABLISHED:	1/1/67
REVISED:	8/1/67
REVISED:	1/17/72
REVISED:	1/8/75
REVISED:	2/26/76
REVISED:	6/24/77
REVISED:	8/15/78-3
REVISED:	1/7/83-3
REVISED:	8/6/87
REVISED:	12/9/88-3
REVISED:	7/1/91P
	7/6/90PC
REVISED:	11/15/91PC
REVISED:	2/3/92UC
REVISED:	6/2/98R
	3/23/99UC
REVISED:	1/1/01LG
REVISED:	3/29/01UC
REVISED:	7/1/01LG